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**George C. Marshall Space Flight Center**  
Marshall Space Flight Center, Alabama 35812

ED03

MULTIPROGRAM/PROJECT COMMON-USE  
DOCUMENT

# INTEGRATED CONFIGURATION MANAGEMENT SYSTEM (ICMS) CHANGE ACCOUNTING USER'S GUIDE

DRAFT 2 - 7/5/2006

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## DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline			Initial Release

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## 1. INTRODUCTION

**1.1 Scope.** This *User's Guide* provides step-by-step instructions for ICMS Change Accounting data input and report generation to account the status of configuration management activities for specific programs/projects.

**1.2 History.** The previous MSFC change accounting system was the Change Processing, Tracking, and Accounting System (CPTAS). CPTAS utilized an Oracle database and Oracle SQL\*Forms for the user interface. CPTAS was hosted on an MSFC institutional server which, due to software upgrades, could not support the CPTAS user interface any longer. Therefore in January 2005, CPTAS was shut down and the CPTAS database was moved to the same server as the ICMS Oracle database.

It was decided to develop a new user interface which would provide access to the existing CPTAS database and replace the outdated CPTAS user interface. To support this objective, the existing ICMS application was upgraded and the change accounting functionality was added. This new functionality is called ICMS Change Accounting. ICMS/ICMS Change Accounting is a client-server system utilizing the Windows operating environment. Visual Basic was used to develop the user interface screens and Crystal Reports was used to create standard reports.

**1.3 Requirements.** The primary ICMS Change Accounting requirements were to utilize the existing CPTAS Oracle database and database structure, upgrade the user interface to be more user friendly, and to limit development time. Therefore the same change accounting philosophy and processes were retained and incorporated into the new graphic interface screens. Some CPTAS database fields have been omitted from the new screens to minimize development of screens and reports.

Appendix A illustrates the configuration control process most generally used at MSFC. It shows by balloon callout significant events entered into ICMS Change Accounting and available for tracking and reports.

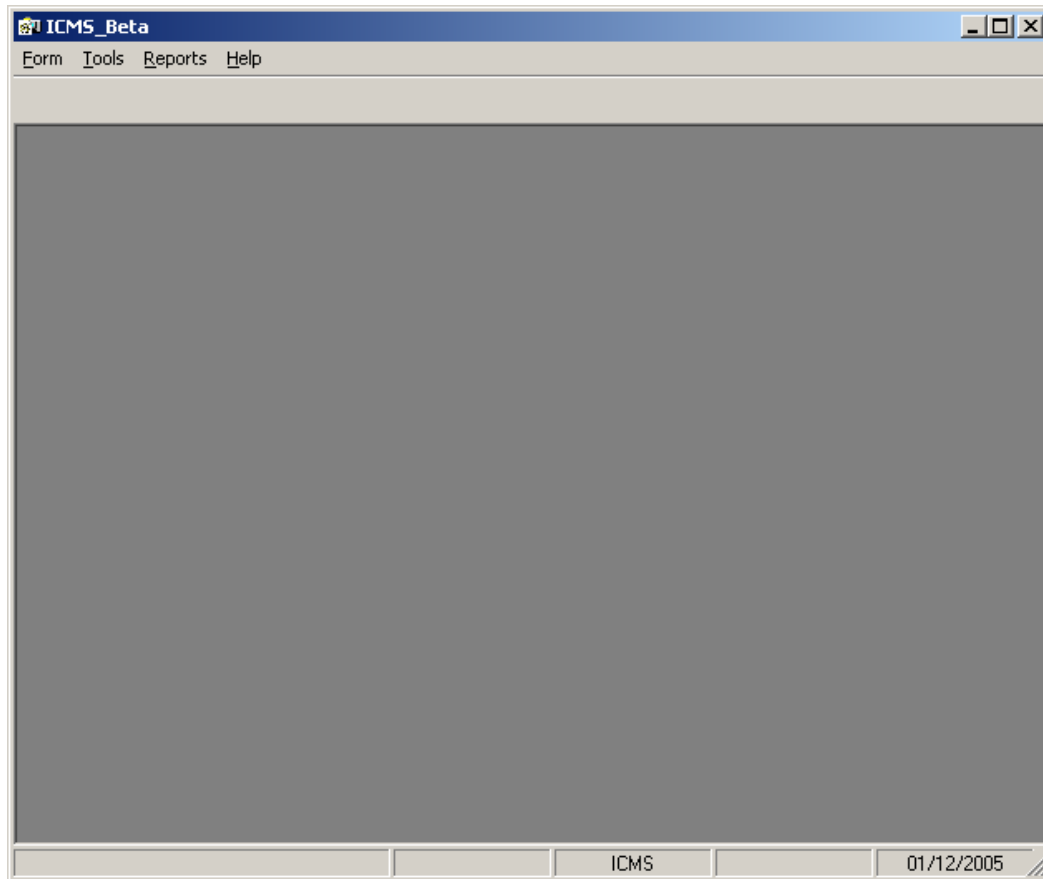
The new concept allows use of the more familiar feel of Windows as a means of entering data into the database. The new screens will have these characteristics:

- Ability to cut/copy/paste from fields
- Use of a mouse to manipulate data entry
- Intuitive user interface to system functions and process flow.

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## 2. GETTING STARTED

### 2.1 Initiate a Package.



**Figure 1. ICMS Change Accounting Main Screen**

**2.2 Screen Functions.** The **ICMS Main Screen** (Figure 2-1) allows the user to access one of the **ICMS** tools. To access ICMS Change Accounting functions, select “PC Folder” from the **Form** menu dropdown.

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### 3. PROGRAM CONTROL NUMBER

**Program Control Number**

PD:  PCN:  Assign Date:  Doc Code:  Doc. Number:

**General** | Documents | Related Doc's | CEI | CEI / Mod Kit

PCN Description:

PCN Comments:

POC Info

Name	Org
Originating: <input type="text"/>	<input type="text"/>
Responsible: <input type="text"/>	<input type="text"/>

Close Date:

Last Rev Date:

Effectivities

Project	From	From Eff	To	To Eff
*				

Clear Query Previous Next Commit Close

**Figure 2. Tab for PCN Identification Information**

**3.1 Screen Function.** The **Program Control Number (PCN)** (figure 2) permits **Query** of the database for existing PCNs or entry of new PCNs (**Commit**). **Query** accesses all records within the span of the data entered for query. The span of the query is determined by the “%” character, which represents “wild card.” For example, WR001% retrieves all records greater than WR001...WR00100, WR00101....

Figure 3 illustrates a small insert table that allows the user to progress from one record to the next by sequencing the **Next** button or the previous record by sequencing the **Previous** button. When entering a PCN, it is good practice to query on the last known assigned number to validate the PCN numbering assigning sequences. **Commit** enters new data into the database.

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ICMS Beta

Form Edit Data Tools Reports Window Help

Program Control Folder - #WRE

PD: WRE Program Control #: WRE Assign Date: Document Number:

General Document Data Related Doc's CEI CEI / Mod Kit

PCN Description:

PCN Comments:

POC Info

Effectivities					
	Project	From	From Eff	To	To Eff
*					

Originating: Name Org Close Date:

Responsible: Last Rev Date: 04/20/2005

Clear Query Previous Next Commit Close

PCF Search Results

PCF Search Results - 1 of 10

	PD	PCN	Assign Date
	WR	WREB274	9/23/2002
	WR	WREC274	9/23/2002
	WR	WRED274	9/21/2002

**Figure 3. Query Mode**

Step	Field	Instructions	Remarks
1.	<b>PD</b>	Enter Program Designator that is assigned to the Program/Project.	Partitions data by program/project
2.	<b>PCN</b>	Enter value for the Program Control Number. The wild card symbol (%) may be used to query a range of PCNs.	PCN provides a virtual folder for all activity associated with the change

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Step	Field	Instructions	Remarks
3.	<b>Assign Date</b>	Enter the current date or the date on initiating change paper	See appendix B for rules on determining correct date
4.	<b>DOC Number</b>	Pull down screen, but make no entry.	Entries made on the <u>Document Data</u> screen can be seen from the pull-down menu
6.	<b>PCN Description</b>	Enter title from change paper, or, if inadequate, enter descriptive narrative	
7.	<b>Effectivities</b>	Make no entry	Entries made on the <u>Document Data</u> screen can be seen from the pull-down menu
8.	<b>Originating</b>	Enter name and organization of individual who initiated change.	Information is available on change paper.
9.	<b>Responsible</b>	Enter name and organization of individual with technical responsibility for the change	Responsible individual is usually the Change Package Engineer and may be the same person who originated the change.
10.	<b>Close Date</b>	When last action on the PCN is complete, enter date	See Appendix B
11.	<b>Last Rev Date</b>	Automatic entry	

### 3.2 Activity Data.

<b>Commit</b>	Review the entered data for accuracy and completeness; then, select [ <b>Commit</b> ] to commit this data to the ICMS Change Accounting database.	
<b>Clear</b>	Select to completely clear screen, but the <b>Clear</b> button does not clear data base	Clears screen of all information, but data that has previously been saved (committed) remains in database. (See note following this table, for deleting information from the database)

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<b>Query</b>	If wild-card (%) entered in Program Control Number, queries all PCNs within range; if specific PCN entered, queries only specific PCN	
<b>Next/Previous</b>	Scrolls within range of query	
<b>Close</b>	Returns user to main menu	

**Note:** To delete information from the database, highlight information to be deleted and hit the **Delete** key. Click **Commit** to commit removal of deleted information from database. Simply clicking the **Clear** button only removes the information from the screen, not the database.

#### 4. PROGRAM CONTROL FOLDER (DOCUMENT DATA) SCREEN

**Figure 4. Tab for Documents Entry**

**4.1 Screen Functions.** The **Documents Data** tab identifies key information regarding the document being tracked. The screen records information regarding the

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document type (document, specification, change paper); a number identification, and descriptive information. The purpose of the **Documents Data** tab and the next tab (**Related Doc's**) is to show relationships between documents. Typically, the first item received is the ECR and the document that the ECR proposes to change. The **Document Data** and the **Related Doc's** record this relationship which allows meaningful reports to be produced.

The purpose of this **Document Data** tab is to identify values of the document being processed into the system. This is the parent document. The **Document Data** tab and the **Related Docs** tab establishes inter-relationships between the data item received and data items affected. The inter-relationships include next actions initiated by the parent document and relationships between the parent document and other documents.

For example, an ECR is the data item received (parent document) and it is related to documents it might change

For example, the "next action(s)" following an ECR are usually a change evaluation (CE) and a control board directive (CCBD)

**Effectivities** are identified on the change paper initiating the change (ECR, deviation, waiver) and on the CCBD. ICMS Change Accounting limits data entry to specific values assigned by the Administrator. The **Project** identifies the particular Board dispositioning the change and the **From Eff** and **To Eff** represents a value assigned to control application of design. Most MSFC values represent a specific flight or mission. The following example explains effectivities:

Effectivities				
Project	From	From Eff	To	To Eff
WR3-00	+	WR03	-	WR03

Identifies authorizing CCB      — From effectivity to effectivity

The **Doc. Number Maintenance** allows the user to **Add New Document; Edit Doc. Number; or Remove Document.**

**TIP:** Following the selection and use of one of these buttons, the user must still hit the **Commit** button to effect the change in the database. Forgetting to do so precludes the data from being added, edited or removed from the database and the data will reappear or remain unchanged the next time the screen is refreshed.

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The screen opens with the **PD** and **PCN** and **Assign Date** populated.

Step	Data Entries	Instructions	Remarks
1	<b>Doc Number Maintenance (Add New Document)</b>	Use to add new document. Entry presents user with list of Doc values. User enters Doc value and number	Document value and number appear in Document Number screen
1a	<b>Edit Doc Number</b>	Use to edit	Doc value and/or number can be changed
1b	<b>Remove Document</b>	Use to remove or clear document	Note: Removing the document number, does not clear information in other fields. To delete information from fields, highlight the field, hit <b>Delete</b> on keyboard and <b>Commit</b> on screen
2	<b>Title</b>	Enter title from the data item	
3	<b>Remarks</b>	Enter optional remarks	
4	<b>Date</b>	Enter date on data item	See appendix B
5	<b>Receipt Date</b>	Enter date the data item received	See appendix B
6	<b>Remarks</b>	Optional field permitting entry of relevant remarks	
7	<b>Effectivities</b>	<b>Seq</b> No entry required. Automatic entry <b>Project</b> Enter Project identification from pre-assigned Value Table <b>Effectivities</b> Enter effectivities as <i>from-to</i> values even when only one effectivity is assigned. For example: Entering:: +WR03-WR03 means effectivities of WR03 through WR03	Sequence populates itself automatically
8	<b>Doc Priority</b>	Assign priority of change as indicated on paper initiating change	

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#### 4.2 Activity Data.

<b>Commit</b>	After reviewing data entries for accuracy and completeness, click <b>Commit</b> to commit data to the database.	
<b>Clear</b>	Click to <b>clear</b> screen before committing data.	Note that <b>Clear</b> button does not remove data from the database; it only clears the screen. To delete data, <i>Highlight &gt; Delete &gt; Commit</i>
<b>Query</b>	Click to <b>Query</b> database. Enter query using <u>%</u> .	
<b>Previous</b>	Click <b>Previous</b> to respond with previous record in the query	
<b>Next</b>	Click <b>Next</b> to respond to the next applicable record to query	
<b>Close</b>	Click to <b>Close</b> the application and return to basic application	

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## 5. RELATED DOCUMENT TAB

**Figure 5. Tab for Related Docs**

**5.1 Screen Functions.** The **Related Doc's** tab is used to inter-relate change papers. Appendix C provides a template to guide the user in building these inter-relationships. If data is entered correctly, the database can produce a variety of reports showing configuration status.

When the **Related Doc** tab is selected, the screen is populated with basic information including the **PD**, **PCN**, **Assign Date**; the **Doc Code** and **Doc** Number of the data item be tracked from the **Document Data** tab.

The relevant information of the relationship is also established. The screen provides for the **Next Doc Code** (which is the next action) with **Actionee** and **Scheduled Dates** listed. When the action is complete, the disposition is entered in the **ACT** (which is the CCBD disposition). The **ACT** may be any value in the following table:

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<b>A</b>	<b>Approved</b>
<b>C</b>	<b>Approved with changes</b>
<b>D</b>	<b>Disapproved</b>
<b>E</b>	<b>Canceled</b>
<b>G</b>	<b>Supplements</b>
<b>R</b>	<b>Requests</b>
<b>T</b>	<b>Approved for test only</b>
<b>W</b>	<b>Withdrawn</b>
<b>Y</b>	<b>Deferred to Higher Authority</b>

Following CCB disposition entry in **ACT**, enter the **Complete Date**. Running the *Open Items/CCB Draft Agenda* report will show PCNs for which no CCB disposition exists and are potential CCB agenda items. (See Section 6.0.)

The **Related Doc's** tab open with the **PD, PCN, Assign Date** populated. It also shows the **Doc Code** and **Number** from the **Document Data** tab.

<b>Step</b>	<b>Data Entries</b>	<b>Instructions</b>	<b>Remarks</b>
<b>1</b>	<b>Item Sequence</b>	Enter sequence beginning with "005" and progress in increments of 5. Non-sequential numbering a permits entering information at a later date, if this should be required.	
<b>2</b>	<b>Rel Doc Code and Number</b>	Enter identification of related document.	More than one document can be related so that each related document is entered as a separate sequence number.
<b>3</b>	Next Action Info:	Enter as shown in the following steps.	
<b>3a</b>	<b>Actionee</b>	Enter person's name responsible for the next action	
<b>3b</b>	<b>Resp Org.</b>	Enter Actionee's organizational	

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Step	Data Entries	Instructions	Remarks
		symbol	
3c	<b>Next Action Code</b>	Enter the next action as a value, like a CCBD, CE, Ltr.	More than one action can be associated with one sequence. For example, next actions tracked from an ECR can be CE and CCBDs.
3d	<b>Scheduled Date</b>	Enter schedule date when the action is to be completed	See Appendix B
3e	<b>Complete Data</b>	Enter date of data item that closes the action, like DPRS, DIR, Ltr.	See Appendix B
3f	<b>ACT</b>	Enter disposition stated on CCBD.	See table above
3g	<b>SD</b>	N/A	Screening Disposition - Ignore. This item is used for a special case.

## 5.2 Activity Data.

<b>Commit</b>	Review the entered data for accuracy and completeness; then, select [ <b>Commit</b> ].	
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## 6. CEI AND MOD KIT MAINTENANCE

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### **Figure 6. CEI and Mod Kit Maintenance**

The two screens shown above allow for tracking CEI (configuration items) and related modification kits. Currently, these screens are not available. The screen on the left is used to identify each configuration item in the system. The CEI is associated with its specification, serial numbers, contracts, and other pertinent information. By using the **Next** button multiple CEIs for the system may be entered. The screen on the right allows for tracking of baselines for each CEI including modification kit usage.

## **7. REPORTS**

**7.1 Report Menu.** The table below lists reports that are available from the Reports menu. These reports provide a compendium of critical tracking information, including the means to maintain PCN and CCBBD numbering integrity; and the ability to track open items, baselined documents, and deviations and waivers. These reports provide status and metrics for the configuration management process as shown in Appendix A. Also included is the *delta* report that permits the user to evaluate the logic and quality of data entry.

**Table I. Available Reports**

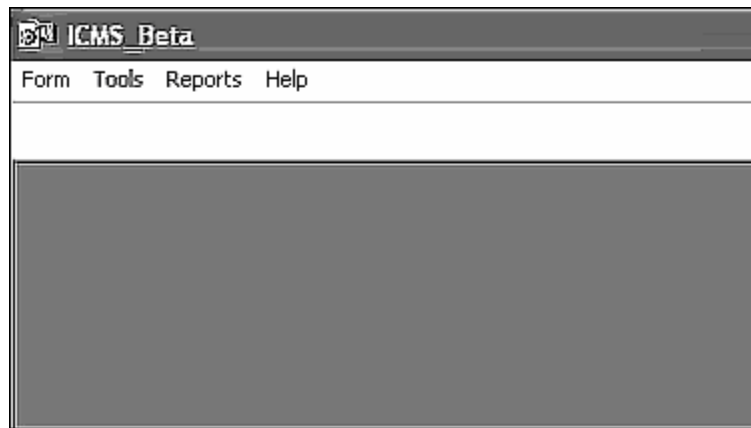
Report Name	Select Report Criteria	Report Format	Purpose of Report
Deviation/waiver Info (Change Tracking)	Required input: <ul style="list-style-type: none"> <li>• PD</li> <li>• Select deviation/waiver</li> <li>• Dates: From/To</li> </ul>	DOC CODE/Number (sort by) Dev/waiver/DAR PCN number CCBD number CCBD title Action	This report provides listing of deviations and waivers. If there is a CCBBD associated with it, the report also provides that information
Master Delta Report (abbreviated)	Required input: <ul style="list-style-type: none"> <li>• PD</li> <li>• PCN</li> </ul>		Provides quality check for data entry
PCN Log	Required input <ul style="list-style-type: none"> <li>• Select PD</li> <li>• Dates: From/To</li> </ul>	PCN number (sort by) PCN title Assign date ProjID Related CCBBD Closed date	Provides a log that can be used both for history and to assign PCN numbers in sequence
Closed item	Required input: <ul style="list-style-type: none"> <li>• Current date</li> <li>• Or period covered</li> <li>• Select not closed items</li> </ul>	Project ID (sort by) PCN number (then sort by) PCN title Closed Date Related CCBBD CCBD Disposition	Provides closure information by project
Open items/CCB Draft Agenda	Required input: <ul style="list-style-type: none"> <li>• PD</li> <li>• Select not closed items</li> <li>• Current date</li> <li>• Or period covered</li> </ul>	PCN number (sort by) PCN title Assign date Scheduled date (if any) Responsible Org/Name	Lists all open items by project within a PD
CCBD Log	Required input <ul style="list-style-type: none"> <li>• PD</li> </ul>	CCBD number (sort by) PCN number	Provides a log that can be used both for history and to assign CCBBD numbers in



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Report Name	Select Report Criteria	Report Format	Purpose of Report
	<ul style="list-style-type: none"> <li>Select CCBD</li> <li>Dates: from/to</li> </ul>	PCN title Document date for CCBD Complete date for CCBD	sequence
List of baseline document	Required input <ul style="list-style-type: none"> <li>PD</li> <li>Select Documents</li> </ul>	PCN number PCN title Document code Document title (sort by)	Lists all documents baselined under a particular program

**7.2 Report Selection.** From the menu shown in figure 7, pull down the **Reports** selection. From **Reports** select **Other**. The dialog screen shown in figure 8 appears. Under **Report Names**, select the specific report desired and then input the *Required Input* shown in the table above.



**Figure 7. Menu Selection**

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The screenshot shows a window titled "ICMS Reports" with a close button (X) in the top right corner. The window is divided into several sections:

- Report Names:** A list of reports with up and down arrow buttons to the right:
  - EO Trending (Change Reasons) #4
  - EO Trending (Change Reasons) #5
  - Indentured Parts List
  - MSFC Document List
  - MSFC Released Documentation List
  - Part History
  - Parts Master
- Report Description:** A large empty text area for describing the selected report.
- Parameters:** A section containing several input fields:
  - PC/PD:** A dropdown menu.
  - Effectivity:** A dropdown menu.
  - Project:** A text input field.
  - CCB:** A dropdown menu.
  - Level:** A dropdown menu.
  - Input Field:** A text input field.
  - DRL Status:** Radio buttons for "All" and "Current".
  - Sort By:** Radio buttons for "Project Code" and "Organization".
  - Dates:** Two text input fields labeled "From:" and "To:".
- Buttons:** At the bottom, there are checkboxes for "Title Page" (checked) and "Display On Screen", followed by "Clear", "OK", and "Close" buttons.

**Figure 8. Required Input**

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## **APPENDIX A**

### **FLOW CHART OF CONFIGURATION MANAGEMENT PROCESS**

The flow chart on the following page represents a typical flow of data-package content that is tracked in ICMS Change Accounting. Status is tracked through the entire processing of a change package. The CM Secretariat assigns a PCN when a package is first received and the ICMS Change Accounting tracking and statusing process begins. Next actions are tracked through the evaluation process including the CPE, Evaluators, and the CCBD. Actions following the CCBD are tracked including, if applicable, actions through the contractor and contracting officer. When the package is complete, the PCN is closed.

During the tracking process, various status reports can be obtained including reports to help prepare CCB agendas, reports on open and closed actions, baseline document report, and deviation and waiver reports. These reports provide an overview of the CM process and can be used to assure current data.

NOTE: In the flowchart, the following acronyms are used:

ABCSS – As-Built Configuration Status System. This system is managed by the MSFC Safety and Mission Assurance organization and is utilized by MSFC Quality to record the As-Built Configuration for MSFC in-house manufactured flight hardware.

CPE – Change Package Engineer.

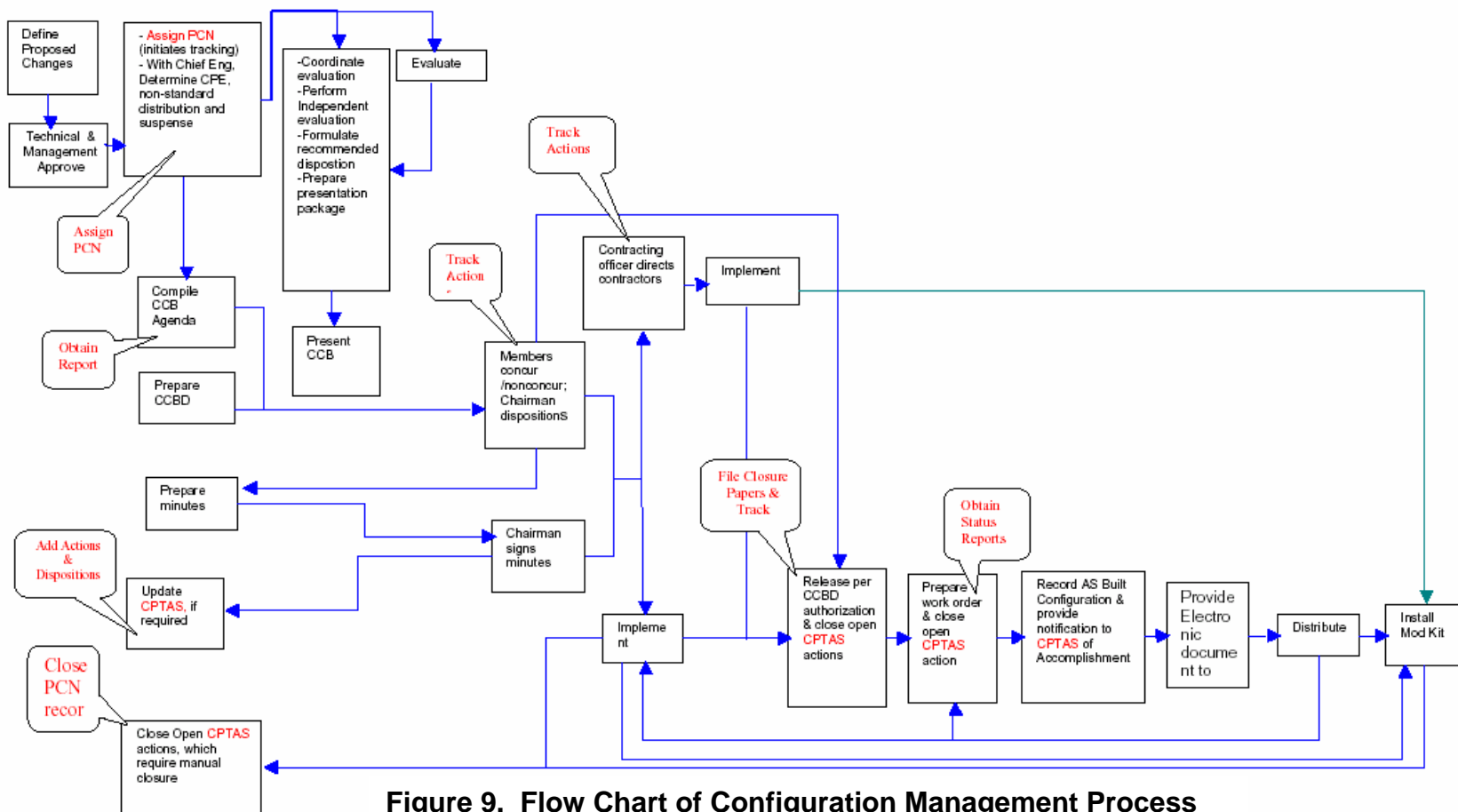
CPTAS - Change Processing, Tracking, and Accounting System. This was the predecessor system to ICMS Change Accounting that was utilized for change accounting. CPTAS no longer exists.

DRS – Documentation Release System. This was the predecessor system to ICMS that was utilized for MSFC engineering release. DRS no longer exists.

PCN – Program Control Number. Tracking number assigned to a change package.

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Originating Organization	CM Secretariat	CPE	Evaluators	CCB	MSFC Actionees	Contractors	DRS	Manufacturing Control System	ABCSS	Document Generating Systems	Repository	Remote Site Operations
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**Figure 9. Flow Chart of Configuration Management Process**

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## APPENDIX B

### PREFERRED DATES FOR DATA ENTRY

#### **PCN Screen**

Assign Date	If not previously assigned, date of the first entry into ICMS Change Accounting
Originating name and org	Use name of individual originating change paper
Responsible name and org	Use name of individual assigned Change Package Engineer function or name to whom the change paper is directed
Close date	Date when no further action is scheduled for PCN and all previous actions are closed

#### **Document Data Screen**

Document Date	ECR	Most recent date on ECR
	ECP	Date of Submittal Letter
	RECP	Date of Submittal Letter
	DEV	Date of Submittal Letter/Level IV should use latest approval date
	WAV	Date of Submittal Letter/Level IV should use latest approval date
	DAR	Date of Submittal Letter /Levelly should use latest approval date
	DOC	Cover Date/Use ECR-ECP date if not available
	DCN	Date/Use ECR-ECP date If not available
	PIRN	19121
	CE	Date Signed
	BCE	Date Chairman signs
	CCBD	Date Chairman signs
	PRCD	Date Chairman signs
	LTR	Date stamped
	SIGN	Date signed
	IRN	Date CCBD signed
	SA	16c "
	DPRS	To Release- first date
	DCP	Date on Change Record
	DOC	Date Chairman signs CCBD
	FEB	Bottom right date block
Receipt Date	Current date or date written in blue pencil on top of change paper	

#### **Related Document Data Screen**

Schedule Date	CE	Distribution sheet or 2 wks
	BCE	Distribution Sheet or 2 weeks
	CCBD	Distribution Sheet or 2 weeks
	LTR	CCBD/Remarks Field

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IRN	CCBD/Remarks Field
SA	CCBD/Remarks field or 3 months
DPRS	CCBD/Remarks field or 30 days
DCP	CCBD/Remarks field
DOC	CCBD/Remarks field
ECP	CCBD/Remarks field

Completed Date – when next  
action

This date should correspond with the date of the change paper  
when it is entered on the next driving document

ECR	Date indicated on ECR
ECP	Date of submittal letter
RECP	Date of submittal letter
DEV	Date of submittal letter/Level IV should use latest approval date
WAV	Date of submittal letter/Level IV should use latest approval date
DAR	Date of submittal letter/Level IV should use latest approval date
DOC	Cover date/Use ECR-ECP date if not available
DCN	Date/Use ECR-ECP date if not available
PIRN	19/2
CE	Date signed
BCE	Date Chairman signs
CCBD	Date Chairman signs
PRCD	Date Chairman signs
LTR	Stamped date
Sign	Date signed
IRN	Date CCBD signed
DPRS	To release – first date
DCP	Date on Change Record
DOC	Date chairman signs CCBD
FEC	Bottom right date block

CHECK THE MASTER LIST  
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## APPENDIX C

### ICMS CHANGE ACCOUNTING DATA ENTRY TEMPLATE

#### C-1. PURPOSE

The purpose of this procedure is to map out a standard for data entry into ICMS Change Accounting.

#### C-2. PROCEDURE

The following template is provided for entering data into ICMS Change Accounting:

#### Drawing Packages

<u>Document</u>	<u>Related Document</u>	<u>Disp. Field</u>	<u>Next Action</u>	<u>Actionee</u>
ECR/ECP	DWG SEE DPRS		CE (Actionee Name) CCBD	CPE Chairman's Org

<u>Document</u>	<u>Related Document</u>	<u>Disp. Field</u>	<u>Next Action</u>	<u>Actionee</u>
CCBD	ECR/ECP	A/C/D	DPRS	ED
	ECR/ECP	A/C/D	DWG (Optional)	AT01D

<u>Document</u>	<u>Related Document</u>	<u>Disp. Field</u>	<u>Next Action</u>	<u>Actionee</u>
DPRS	ECR/ECP			
	CCBD			

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**Documentation Packages**  
(Includes DOC, ICD, SCN/DCNs and PIRNs)

<b><u>Document</u></b> ECR/ECP	<b><u>Related Document</u></b> DOC/ICD/SCN/DCN/PIRN	<b><u>Disp. Field</u></b>	<b><u>Next Action</u></b> CE (Actionee Name) BCE/CCBD	<b><u>Actionee</u></b> CPE  Chairman's Org.
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<b><u>Document</u></b> DOC/ICD/SCN/DCN /PIRN	<b><u>Related Document</u></b> ECR/ECP	<b><u>Disp. Field</u></b>	<b><u>Next Action</u></b>	<b><u>Actionee</u></b>
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<b><u>Document</u></b>	<b><u>Related Document</u></b>	<b><u>Disp. Field</u></b>	<b><u>Next Action</u></b>	<b><u>Actionee</u></b>
BCE	ECR/ECP	A/C/D	CCBD	Chairman's Org.
	DOC/ICD/SCN/DCN/PIRN	A/C/D		

<b><u>Document</u></b> CCBD	<b><u>Related Document</u></b> DOC/ICD/SCN/DCN/IRN DOC/ICD/SCN/DCN/IRN DOC/ICD/SCN/DCN/IRN  ECR/ECP	<b><u>Disp. Field</u></b> A/C/D A/C/D A/C/D  A/C/D	<b><u>Next Action</u></b> DPRS DOC LTR/SA (as applicable)	<b><u>Actionee</u></b> ED AT01D Contracts
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<b><u>Document</u></b> DPRS	<b><u>Related Document</u></b> DOC/ICD/SCN/DCN/IRN ECR/ECP CCBD	<b><u>Disp. Field</u></b>	<b><u>Next Action</u></b>	<b><u>Actionee</u></b>
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<b><u>Document</u></b> LTR/SA (from Contracts)	<b><u>Related Document</u></b> DOC/ICD/SCN/DCN/IRN ECR/ECP CCBD	<b><u>Disp. Field</u></b>	<b><u>Next Action</u></b>	<b><u>Actionee</u></b>
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### **DEV/WAV**

DARs must be entered as DEV or WAV

<u>Document</u>	<u>Related Document</u>	<u>Disp. Field</u>	<u>Next Action</u>	<u>Actionee</u>
DEV/WAV	DWG/DOC DWG/DOC		CE (Actionee Name) BCE/CCBD	CPE Chairman's Org.

<u>Document</u>	<u>Related Document</u>	<u>Disp. Field</u>	<u>Next Action</u>	<u>Actionee</u>
BCE	DEV/WAV	A/C/D	CCBD	Chairman's Org.

<u>Document</u>	<u>Related Document</u>	<u>Disp. Field</u>	<u>Next Action</u>	<u>Actionee</u>
CCBD	DEV/WAV	A/C/D	LTR (as applicable)	Contracts

### **FECs**

<u>Document</u>	<u>Related Document</u>	<u>Disp. Field</u>	<u>Next Action</u>	<u>Actionee</u>
FEC	PR No. DWG		ECP	Contractor

<u>Document</u>	<u>Related Document</u>	<u>Disp. Field</u>	<u>Next Action</u>	<u>Actionee</u>
ECP	FEC  DWG/DOC		CCBD	Chairman's org

<u>Document</u>	<u>Related Document</u>	<u>Disp. Field</u>	<u>Next Action</u>	<u>Actionee</u>
CCBD	FEC  DWG/DOC	A/C/D  A/C/D	LTR (as applicable)	Contract Office

### **C-3. SUPPLEMENTING DOCUMENTATION**

When a CCBD is supplemented by another CCBD an "H" is entered next to the original disposition in the Disp. Field of the original document and a new record is opened for the Revised document.

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In this example the original CCBD left off an action for a contractor letter. A Supplemental CCBD was written and the Next Action for the letter was entered.

	<u>Document</u>	<u>Related Document</u>	<u>Disp. Field</u>	<u>Next Action</u>	<u>Actionee</u>
(Basic CCBD)	CCBD	SCN/DCN	AH	DPRS	ED
		SCN/DCN	AH	DCP	AT01D
		ECR/ECP	AH		
	<u>Document</u>	<u>Related Document</u>	<u>Disp. Field</u>	<u>Next Action</u>	<u>Actionee</u>
(Revised CCBD)	CCBD -A	CCBD (Basic)	H		
		SCN/DCN	A	LTR	Contracts Officer
		ECR/ECP	A		

#### C-4. SUPERSEDING DOCUMENTATION

When a CCBD or other document is superseded a "G" is placed in the Disposition Field and any previous disposition is deleted. A new record is opened for the Revised documentation listing the corrected actions.

All actions generated from the original document are considered Superseded and should be closed using the date of the revised document. In this example the original ECR was superseded

	<u>Document</u>	<u>Related Document</u>	<u>Disp. Field</u>	<u>Next Action</u>	<u>Actionee</u>
(basic ECR)	ECR	SCN/DCN	G	CE (Actionee Name)	CPE
		SCN/DCN	G	BCE/CCBD	Chairman's Office
	<u>Document</u>	<u>Related Document</u>	<u>Disp. Field</u>	<u>Next Action</u>	<u>Actionee</u>
(Revised ECR)	ECR -A	ECR (basic)	G		
		SCN/DCN		CE (Actionee Name)	CPE
		SCN/DCN		BCE/CCBD	Chairman's Office